



VACANCY ANNOUNCEMENT

The Department of Health received funding through the American Rescue Plan Act (ARPA) of 2021 to establish temporary unclassified positions to provide additional relief to address the continued impact of the COVID-19 pandemic on the economy; public health; and state and local governments. This funding supports the governmental public health response to COVID-19. These positions will be comprised of Unclassified Career Service titles within the Department of Health and will expire on or before December 31, 2025.

Title Coordinator Consultation and Development Local Health Services [Unclassified]			Salary P29 \$81,979.98 - \$116,912.67
Posting Number A118-22	Position Number 953183	Number of Positions 1	Posting Period * From: 02/22/2022 To: 03/08/2022
Location: Public Health Infrastructure, Laboratories and Emergency Preparedness (PHILEP), Office of Disaster Resilience (ODR) 55 N Willow Street, Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>The Office of Disaster Resilience (ODR) is seeking a motivated individual to assist the Director of ODR throughout the COVID-19 response. Close collaboration with the Office of Local Public Health. Will also take lead role on special initiatives and assignments with direction from the ODR Director. Additional duties of the Coordinator Consultation and Development Local Health Services position include, but are not limited to: Coordinates staff activities associated with the development and implementation of health and related services to local health departments. Review health service contracts currently granted by the department and determines their applicability to local health departments and other eligible entities. Coordinates the development and implementation of special projects across the public health & health care continuum. Maintains liaison with local health departments and other key stakeholders regarding public health matters statewide. Develops and/or implements new approaches to increase effectiveness in meeting trainings and development needs.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Master's degree in Public Health, Public Health Administration, Government Administration, Public Administration or in a related field.</p> <p>EXPERIENCE: Four (4) years of experience in the development, implementation and/or evaluation of health programs in a public or private agency.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTPHILEP@doh.nj.gov • Mail the required documents to: Denay Pressley, Executive Assistant 3 Public Health Infrastructure Lab. & Emerg. Prepare Reference Posting #A118-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*